

## **Tips for Writing an Impressive Resume**

- Limit the resume to one page.
- Make it easy for potential employer to find your contact information. Include phone number, mailing address, and email address. Make sure you have a professional screen name.
- If desired, you can include an objective:
  - Objective: Secure a position as a biology teacher at a secondary school.
- List education in reverse chronological order (most recent is listed first; work your way backwards). Include name of university/college, location of university/college, dates of attendance, and degree obtained. For current education, indicate anticipated date of graduation.
- List work experience in reverse chronological order. Indicate employer name and location, title of your position (server, cashier, etc.), perhaps some of your job responsibilities. Verbs describing responsibilities in past jobs should be written in past tense.
- Indicate any volunteer work. Indicate name and location of place at which you volunteered, describe responsibilities of volunteer work, and dates of volunteering. Include Junior Achievement experience.
- Include any professional development experiences such as conferences, workshops, seminars, etc. Your attendance at these types of events shows future employers that you want to grow as an educator.
- Indicate any student or professional organization membership. Your involvement in these organizations shows potential employers that you want to enhance your credentials.
- It would also be appropriate to include any awards or special certifications you might have.
- If you have space, include hobbies and interests.
- Be consistent with font type. Size and bolding can vary, such as for special headings, etc.
- Information should be arranged neatly and in clean, even columns.
- Resume should be easy to read.
- You want your resume to stand out in a positive way. If you are going to drop off your resume at a school, you might want to print your resume on bond paper (it has a watermark) and/or on paper that is off-white, gray, or beige.
- Have someone proof your resume for grammatical, typographical, and spelling errors.